

JOB DESCRIPTION

Job Title:	Project Manager
Purpose of Job:	PPM is designing an innovative range of niche RF solutions for various government agencies as well as RF, microwave, and optical solutions for satcom, timing, and cellular commercial markets. The Project Manager will be responsible for tendering for and delivery of a number of large and small projects requiring the design of bespoke products.
Location:	Swindon/Oxfordshire border
Reporting to:	Technical Director

Role:

This role is to be responsible for project management of new product developments undertaken by the engineering team for PPM's Systems, **ViaLite** & Test business sectors. The role will include, but not be limited to:

- Managing key internal and external stakeholders, ensuring milestones are set and met.
- Writing proposals in response to invitations to tender,
- Ensuring the details of the technical requirements are identified and documented throughout the project lifecycle.
- Developing breakdown structures and calculating project costings
- Scoping and planning projects, managing schedules, and updating on progress
- Facilitation of quality reviews and delivery of documentation for development milestones
- Managing large technical contracts from proposal to post-delivery lifetime support, including identification and management of risk.
- Considering both commercial and technical requirements throughout the project.

The successful candidate will also support the line management and development of the engineering department through:

- Maintaining effective professional relationships with key staff
- Coaching team members to improve individual as well as departmental performance
- Supporting business process improvement efforts

Skills / experience / qualifications:

It is *essential* the candidate has:

- An electronics degree or equivalent
- At least 5 years' experience in all aspects of project management
- Strong project management experience in the engineering department of a large company
- Previous exposure to production
- Production of high quality proposals and bids for external customers.
- Experience using costing tools
- Experience of Agile project management processes or similar
- Advanced knowledge of Microsoft Project and PDM software
- Experience in managing people
- Ability to manage multiple projects concurrently within short time frames.

It is *desirable* the candidate has:

- Experience in a military environment including Integrated Logistic support
- Familiarity with electronic countermeasures and cybersecurity technology solutions
- Practical experience of RF
- Knowledge of cellular, satcom, and other wireless interface standards

Person:

You will be working within a multi-disciplined engineering team and will be expected to use your management skills to draw upon internal expertise of product designers, mechanical engineers, software developers, photonics experts, and microwave specialists.

You will be using your excellent interpersonal skills and experience to develop close relationships with customers and suppliers.

Required behaviours:

- *Creativity and innovation* – Possessing a passion for driving continuous improvement by spotting opportunities and seeking the views of others
- *Keeping Commitments* – You demonstrate a can-do attitude and you drive to complete tasks and projects and report that they are completed, even when other opportunities arise which appear to be more interesting
- *Collaboration and Communication* – ability to develop relationships with colleagues outside your department built on mutual trust, respect and drive for sharing and success
- *Impact and influence* – You listen to different perspectives, evaluate, persuade and carefully shape your work to deliver excellent results
- *Teaching and Sharing* – You share what you know with others and seek to learn from the vast pool of knowledge in others at PPM
- *Company Focus* – Put the needs of the company first before your team needs, drive to achieve the goals of the company as well as your own team